State of Wisconsin
Department of Natural Resources
Bureau of Community Financial Assistance
101 S. Webster St., PO Box 7921
Madison WI 53707-7921

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Environmental Improvement Fund (EIF) MBE/WBE/SBRA Contacts Worksheet

Form 8700-294A (R 12/04)

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Notice: Under ss. NR 162.09(3), NR 166.12(4), and NR 167.18(4), Wis. Adm. Code, a municipality is required to provide complete information to verify that it has met Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and if applicable, Small Business in Rural Areas (SBRA) goals. The Department will not complete a financial assistance agreement unless the municipality submits documentation that it has met goals or made a good faith effort. Failure to provide information requested may result in sanctions described in s. NR 162.09(3)(b), s. NR 166.12(4)(e), or s. NR 167.18(4)(e), Wis. Adm. Code. Personally identifiable information provided on this form will be used to review MBE/WBE/SBRA participation in a project and may also be made available to requesters as required by Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

You may use this worksheet as a tool to provide required backup information to Environmental Improvement Fund MBE/WBE/SBRA Good Faith Certification (Form 8700-294). You may also provide information requested on this form in some other format. If your municipality receives state funds for your project, you must make a good faith effort to use WBEs and MBEs. If your project is designated as a federal equivalency project, include SBRAs in addition to MBEs and WBEs in your solicitation efforts. Five contacts for each type of firm shows a good faith effort.

Clean Water Fund Program	Safe Drinking Water Loan Program		Land Recycling Loan Program				
Project Information							
Name of Municipality		EIF Proje	ct Number				
Name of Prime Contractor		Information Prepared By (Name and Phone)					
Contacts							
Information Needed For Review	Contact 1	Contact 2	Contact 3				
a. Name of Firm Contacted							
b. Contact's Phone Number							
c. Firm Type	☐MBE ☐WBE ☐SBRA	□MBE □WBE □SBRA	□MBE □WBE □SBRA				
d. On Commerce MBE list?	Yes No N/A	Yes No N/A	Yes No N/A				
e. Is firm self-certified or agency-certified?	Self Agency (Provide Agency Name)	Self Agency (Provide Agency Name)	Self Agency (Provide Agency Name				
f. Date Contacted							
g. Result of contact							
h. Bid received?	Yes No	Yes No	Yes No				
i. If bid received and rejected, why rejected?							
j. Utilizing this firm? (If yes, more on p. 4)*	Yes No	Yes No	Yes No				

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Information Needed For Review		Contact 4	Contact 5	Contact 6			
а.	Name of Firm Contacted						
b.	Contact's Phone Number						
<u>с</u> .	Firm Type	☐MBE ☐WBE ☐SBRA	☐MBE ☐WBE ☐SBRA	☐MBE ☐WBE ☐SBRA			
d.	On Commerce MBE list?	Yes No N/A	Yes No N/A	Yes No N/A			
е.	Is firm self-certified or agency-certified?	Self Agency (Provide Agency Name)	Self Agency (Provide Agency Name)	Self Agency (Provide Agency Name)			
f.	Date Contacted						
g.	Result of contact						
h.	Bid received?	Yes No	Yes No	Yes No			
i.	If bid received and rejected, why rejected?						
j.	Utilizing this firm? (If yes, more on p. 4)*	Yes No	Yes No	Yes No			
	Information			Contact 9			
	Needed For Review	Contact 7	Contact 8	Contact 9			
a.		Contact 7	Contact 8	Contact 9			
_	Name of Firm Contacted	Contact 7	Contact 8	Contact 9			
b.	Name of Firm Contacted	Contact 7	Contact 8	Contact 9			
b.	Needed For Review Name of Firm Contacted Contact's Phone Number						
b. c.	Needed For Review Name of Firm Contacted Contact's Phone Number Firm Type	□ MBE □ WBE □ SBRA	□ MBE □ WBE □ SBRA	□ MBE □ SBRA			
b. c. d. e.	Needed For Review Name of Firm Contacted Contact's Phone Number Firm Type On Commerce MBE list?	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A			
b. c. d. e. f.	Name of Firm Contacted Contact's Phone Number Firm Type On Commerce MBE list? Is firm self-certified or agency-certified?	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A			
b. c. d. e. f. g.	Name of Firm Contacted Contact's Phone Number Firm Type On Commerce MBE list? Is firm self-certified or agency-certified? Date Contacted	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A	☐ MBE ☐ WBE ☐ SBRA ☐ Yes ☐ No ☐ N/A			
b. c. d. e. f. g. h.	Name of Firm Contacted Contact's Phone Number Firm Type On Commerce MBE list? Is firm self-certified or agency-certified? Date Contacted Result of contact		MBE WBE SBRA Yes No N/A Self Agency (Provide Agency Name)	MBE WBE SBRA Yes No N/A Self Agency (Provide Agency Name)			

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Information Needed For Review	Contact 10	Contact 11	Contact 12			
a. Name of Firm Contacted						
b. Contact's Phone Number						
c. Firm Type	☐MBE ☐WBE ☐SBRA	□MBE □WBE □SBRA	□MBE □WBE □SBRA			
d. On Commerce MBE list?	Yes No N/A	Yes No N/A	Yes No N/A			
e. Is firm self-certified or agency-certified?	Self Agency (Provide Agency Name)	Self Agency (Provide Agency Name)	Self Agency (Provide Agency Name)			
f. Date Contacted						
g. Result of contact						
h. Bid received?	Yes No	Yes No	Yes No			
i. If bid received and rejected, why rejected?						
j. Utilizing this firm? (If yes, more on p. 4)*	Yes No	Yes No	Yes No			
Information Needed For Review	Contact 13	Contact 14	Contact 15			
a. Name of Firm Contacted						
b. Contact's Phone Number						
c. Firm Type	☐MBE ☐WBE ☐SBRA	□MBE □WBE □SBRA	□MBE □WBE □SBRA			
d. On Commerce MBE list?	Yes No N/A	Yes No N/A	Yes No N/A			
e. Is firm self-certified or agency-certified?	Self Agency (Provide Agency Name)	Self Agency (Provide Agency Name)	Self Agency (Provide Agency Name)			
f. Date Contacted						
g. Result of contact						
h. Bid received?	Yes No	Yes No	Yes No			
i. If bid received and rejected, why rejected?						
j. Utilizing this firm? (If yes, more on p. 4)*		Yes No	Yes No			

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	Information Needed For Review	Contact 16		Contact 17			Contact 18		
a.	Name of Firm Contacted								
b.	Contact's Phone Number								
С.	Firm Type	☐MBE ☐WBE ☐SBRA		□MBE □WBE □SBRA			☐MBE ☐WBE ☐SBRA		
d.	On Commerce MBE list?	Yes No N/A		Yes No N/A		Yes No N/A			
e.	Is firm self-certified or agency-certified?	Self Agency (Provide Agency Name		Self Agency (Provide Agency Name)		Self Agency (Provide Agency Name)			
f.	Date Contacted								
g.	Result of contact								
h.	Bid received?	Yes No		Yes No			Yes No		
i.	If bid received and rejected, why rejected?								
j.	Utilizing this firm? (If yes, more on p. 4)*	Yes No		Yes No		Yes No			
Information on Utilized Firms									
*U	*Utilized firms that are self-certified must submit a Self-Certification form (Form 8700-295 for MBEs, Form 8700-296 for WBEs)								
	Business Name	Street Address	(City, State,	Zip	Type of Prod	uct or Servic	се	Subcontract Amount
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_									